



Production Records in the Child and Adult Care Food Program

- 1) Institutions are required to maintain documentation of the foods and amounts of foods that are prepared for each meal that is claimed for reimbursement. These records are referred to as:**
 - a) Meal Counts
 - b) Menus
 - c) Production Records
 - d) Receipts

- 2) Which of the following is an example of how the leftover column can be used by the local agency?**
 - a) To determine when cooks are overestimating the amount of food needed to be prepared.
 - b) To determine the likes and dislikes of children when family style meals are served.
 - c) To determine compliance with the required meal patterns to ensure that cooks are providing the minimum serving size required.
 - d) All of the above.

- 3) If the center is not licensed to care for adults, is the center allowed to claim the meals served to the adults?**
 - a) Yes
 - b) No
 - c) Sometimes
 - d) I don't know

- 4) The Numbers Served column:**
 - a) Needs to be completed for every age group that participated in the meal (including any adults)
 - b) Needs to be completed for every age group that participated in the meal (except for any adults)
 - c) Only those age groups that will be claimed for reimbursement
 - d) Only those children who are under 1 year of age.

- 5) When completing the Menu column it is important to:**
 - a) Be very specific about the menu item.
 - b) Make sure to record the correct food item on the correct menu component row.
 - c) Both of the above
 - d) Neither of the above

6) Where should references to Child Nutrition (CN) labels be documented?

- a) The Menu column
- b) The Serving Size column
- c) The Quantity Prepared column
- d) The Food Item column

7) The name of the center should be filled out:

- a) On the first page of the production record book only.
- b) Only on one page of the production record book (it doesn't matter which page).
- c) On every production record.
- d) On every other page of the production record book.

8) The Food Item column is the location to record the "type" of food item served.

- a) True
- b) False

9) Production records must be maintained on file for how long after they are filed?

- a) One month
- b) Until the claim is paid
- c) For three years beyond the year to which they pertain
- d) Forever

10) If adult meals are served, the Serving Size column needs to reflect the serving sizes for those adults in order to complete an accurate evaluation of the amounts prepared.

- a) True
- b) False

11) Under what circumstance is the center not required to complete a production record?

- a) If the cook is also teaching in a classroom.
- b) If the cook has not been trained in how to complete the records.
- c) If the center does not have a full time cook.
- d) If the meal(s) is/are not going to be claimed for reimbursement.

12) It is not permissible to complete any part of the production record in advance.

- a) True
- b) False

13) Which of the following is an acceptable form for use as a production record?

- a) The production records provided by the State agency (purple book).
- b) The electronic version of the State agency production record as found on the CANS website.
- c) Any alternate form of production record as long as it is approved in advance by the State agency.
- d) Any of the above

14) Serving sizes for most bread/grain and meat/meat alternate items should be recorded in:

- a) Cups
- b) Ounces or Grams
- c) Slices
- d) Servings

15) If a center has a recipe on file, may a reference to that recipe be made on the production record instead of recording the amount of each food item used to prepare the menu item?

- a) No.
- b) Yes, as long as the recipe is followed exactly as it is written each time.
- c) Yes, as long as the recipe is made available for review during a Program review.
- d) Both B and C above.

16) What would be the suggested serving sizes to use for adults?

- a) As much as the adults want
- b) Twice as much as the oldest child enrolled
- c) The serving sizes for children ages 6-12
- d) The total of the serving sizes for each age group added together

17) If the local agency does not want to record the weight of each serving size for the bread/grain item in the serving size column, in which column should the center record the weight of each serving (e.g. 1 cracker = 13 grams)?

- a) The Menu column
- b) The Serving Size column
- c) The Food Item column
- d) The Quantity Prepared column

18) Which of the following columns should not be completed in advance?

- a) The Menu column and the Serving Size column
- b) The Quantity Prepared column and the Numbers Served column
- c) The Serving Size column and the Food Item column
- d) The Menu and the Food Item column

19) The information recorded in the Quantity Prepared column must be:

- a) specific
- b) measurable
- c) neither a or b
- d) both a and b

20) Which office administers the Child and Adult Care Food Program at the State level?

- a) Child and Adult Nutrition Services
- b) Comprehensive School Health
- c) Child Care Services
- d) Adult Services and Aging

Your Name

Local Agency Name

Date